

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE NO:	66-00
DIRECTIVE TITLE:	General Policies Concerning Employee Time and Attendance

EFFECTIVE DATE:	11/29/02
SUNSET REVIEW DATE:	11/29/06

1. **POLICY:** The Federal Law Enforcement Training Center (FLETC) will maintain a Time and Attendance (T&A) system that ensures hours worked, hours in pay status, and hours absent are properly recorded. T&A administrators should follow guidance established in the Federal Law Enforcement Training Center Standard Operating Procedures for Time and Attendance.

2. **REFERENCE:**

- a. P.L. 93-529. Fair Labor Standards Act of 1974
- b. 5 U.S.C. S6101
- c. 5 U.S.C. S6301-6323
- d. FLETC Directive No. 65-50.A, Overtime, Compensatory Time and Holiday Pay.
- e. FLETC Directive No. 66-30, Absence and Leave
- f. FLETC Directive No. 66-30.B Voluntary Leave Transfer Program.

3. **CANCELLATION:** This Directive supersedes FLETC Directive 66-00, General Policies Concerning Employee Time and Attendance, dated June 21, 1990.

4. **ADDITIONAL GUIDANCE:** [FLETC Standard Operating Procedures 66-00](#), Time and Attendance.

5. **OFFICE OF PRIMARY INTEREST (OPI):** Human Resources Division, Administration Directorate.

/s/
Connie L. Patrick
Director